



Department of Defense DIRECTIVE

NUMBER 5105.45

March 9, 2000

DA&M

SUBJECT: Uniformed Services University of the Health Sciences (USUHS)

- (a) DoD Directive 5105.45, subject as above, May 17, 1999 (hereby canceled)
- (b) Chapter 104 *et seq.* of title 10, United States Code
- (c) Secretary of Defense Report, "Defense Reform Initiative," November 1997¹
- (d) Program Budget Decision 711R, "Defense Reform Initiative - Office of the Secretary of Defense and the Defense Agencies," December 17, 1997
- (e) through (g), see enclosure 1

1. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to:

1.1. Update the mission, policy, organization and management, responsibilities and functions, relationships, and authorities of the USUHS.

1.2. Provide for USUHS governance under reference (b).

1.3. Establish the USUHS Executive Committee, pursuant to the direction of reference (c).

1.4. Designate the Secretary of the Navy as the "DoD Executive Agent" for administrative support of the USUHS, in accordance with reference (d).

¹ Available at <http://www.defenselink.mil/pubs/dodreform/>

2. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense (OSD), the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

3. DEFINITIONS

3.1. Academic Affairs. Faculty appointments, promotions and organization, awarding of degrees, curriculum design and implementation, academic requirements for admission and graduation, and related matters vital to the academic well-being of the USUHS.

3.2. Uniformed Services. The Army, the Navy, the Air Force, the Marine Corps, the Coast Guard, the Commissioned Corps of the U.S. Public Health Service, and the Commissioned Corps of the National Oceanic and Atmospheric Administration.

4. MISSION

The USUHS shall:

4.1. Educate and train competent medical personnel qualified to serve the needs of the Uniformed Services through providing the highest quality education programs in the health sciences.

4.2. Place high priority on educating and training personnel to meet the combat and peacetime medical needs of the Armed Forces.

4.3. Grant applicable advanced academic degrees; establish postdoctoral and postgraduate programs, and technological institutes; conduct medical readiness training and continuing education for members of the Uniformed Services in the health professions; and prepare individuals for careers in the health professions in the Uniformed Services.

5. POLICY

It is DoD policy that:

5.1. Consistent with the performance of the DoD mission and with established practices covering academic independence and integrity in the fields of medical and health sciences education, the Department of Defense recognizes the unique role of the USUHS Board of Regents in advising the Secretary of Defense. Consistent with applicable law and accomplishment of the DoD mission, the Assistant Secretary of Defense for Health Affairs (ASD(HA)), the USUHS Executive Committee, and the President of the USUHS shall be guided by the advice of the USUHS Board of Regents on academic affairs.

5.2. USUHS funding shall be within the Defense Health Program.

6. ORGANIZATION AND MANAGEMENT

6.1. The USUHS is a joint entity of the three Military Departments, subject to the overall supervision of the ASD(HA) and the management direction of the USUHS Executive Committee, and shall consist of the following:

6.1.1. A Board of Regents that shall be established and operated, in accordance with 5 U.S.C. Appendix (Federal Advisory Committee Act) (reference (e)), and shall consist of members appointed under Section 2113(a), Chapter 104 of 10 U.S.C. (reference (b)).

6.1.2. A President of the USUHS, who shall be the chief executive officer of the USUHS, and who also is the Dean of the USUHS, as described in reference (b), and who shall report to the ASD(HA), through the USUHS Executive Committee.

6.1.3. A Dean of the F. Edward Hebert School of Medicine, who shall function as the chief academic officer of the F. Edward Hebert School of Medicine and report to the President of the USUHS.

6.1.4. A Dean of the Graduate School of Nursing, who shall function as the chief academic officer of the Graduate School of Nursing and report to the President of the USUHS.

6.1.5. Other subordinate positions and elements as are established by the President of the USUHS within authorized resources.

6.1.6. Students selected under procedures prescribed, in accordance with Chapter 104 of reference (b), and graduate students.

6.2. The USUHS Executive Committee is established to provide the supervision and management of the USUHS, pursuant to the Defense Reform Initiative (reference (c)), and consistent with the direction of the Secretary of Defense to reduce the operational and program management responsibilities of the OSD.

6.2.1. The USUHS Executive Committee shall consist of the Surgeons General of the three Military Departments and shall report to the ASD(HA) on USUHS matters.

6.2.2. A Chair shall be designated from among the membership, as mutually determined by the membership.

6.2.3. The President of the USUHS shall provide an Executive Secretary and associated staff support.

6.2.4. The DoD Executive Agent shall be represented on the USUHS Executive Committee by the Surgeon General of the Navy.

7. RESPONSIBILITIES AND FUNCTIONS

7.1. The Assistant Secretary of Defense for Health Affairs, under the Under Secretary of Defense for Personnel and Readiness, shall:

7.1.1. In accordance with DoD Directive 5136.1 (reference (f)), exercise authority, direction and control over the medical personnel, facilities, programs, funding, and associated resources in the Department of Defense as they relate to the USUHS.

7.1.2. Exercise the authorities over the USUHS vested in the Secretary of Defense by Chapter 104 of 10 U.S.C. (reference (b)), except that the authority to appoint the President of the USUHS is reserved to the Secretary of Defense.

7.1.3. Develop policies and issue policy guidelines to ensure the effective integration of USUHS programs and activities in the DoD Health Program. That includes, but is not limited to, the development of DoD Directives, the issuance of DoD Instructions, and OSD-level participation in the Planning, Programming, and Budgeting System process.

7.1.4. Ensure that the advice of the Board of Regents in matters of academic affairs is considered, in accordance with the policy in section 5.1., above.

7.1.5. Ensure that the Board of Regents shall participate in the governance of the USUHS by advising the Secretary of Defense, through the ASD(HA), on academic affairs and on the administration and management of the USUHS.

7.1.6. Ensure that the President of the USUHS shall:

7.1.6.1. Make certain that educational programs leading to a Doctor of Medicine or other advanced degrees in the health professions meet the standards of applicable and recognized, accrediting, licensing, and certifying Agencies.

7.1.6.2. Carry out those responsibilities and functions pertaining to the supervision and management of University programs, activities, personnel, and resources as the ASD(HA) and Executive Committee prescribe.

7.1.7. Ensure that the Dean of the F. Edward Hebert School of Medicine shall develop and administer policies and procedures on the academic affairs of the F. Edward Hebert School of Medicine.

7.1.8. Ensure that the Dean of the Graduate School of Nursing shall develop and administer policies and procedures on the academic affairs of the Graduate School of Nursing.

7.2. The Secretary of the Navy shall serve as the DoD Executive Agent for administrative support of the USUHS, to include budget, personnel, information, facilities, and other resource responsibilities required for the mission of the USUHS.

7.2.1. Civilian personnel authorizations shall be under the purview of the DoD Executive Agent and civilian employees shall be carried on the rolls of the Department of the Navy.

7.2.2. The USUHS funding and personnel requirements shall not be offset against the Navy Surgeon General budget or work-year allocations.

7.3. The Director, Defense Legal Services Agency, shall provide legal advice and services for the USUHS.

7.4. The USUHS Executive Committee, consistent with the policy guidance of the ASD(HA), shall:

7.4.1. Oversee the operation of the USUHS and provide management direction to the President of the USUHS on the day-to-day operation of the USUHS.

7.4.2. Provide guidance to the President of the USUHS and advice to the ASD(HA) on the annual USUHS program and budget submissions.

7.4.3. Provide advice to the ASD(HA) on health policy matters relating to the USUHS.

8. RELATIONSHIPS

8.1. In carrying out the responsibilities and functions of the chief executive officer of the USUHS, the President of the USUHS shall:

8.1.1. Obtain advice from the USUHS Executive Committee and the Board of Regents, as necessary, to assist the President of the USUHS in performing the President's duties.

8.1.2. Coordinate and exchange information and advice with elements of the OSD and the other DoD Components having collateral or related responsibilities.

8.1.3. Make use of established facilities and services in the Department of Defense and other Government Agencies, when practical, to avoid duplication and achieve maximum efficiency and economy.

8.1.4. Consult and coordinate with other Governmental Agencies and non-Governmental agencies on matters for the mission and programs of the USUHS.

8.2. The Heads of the DoD Components shall coordinate with the ASD(HA) on all matters relating to the mission and programs of the USUHS.

9. AUTHORITIES

The President of the USUHS is specifically delegated the authority to:

9.1. Obtain reports, information, advice, and assistance consistent with DoD Directive 8910.1 (reference (g)), as necessary, to carry out assigned responsibilities and functions.

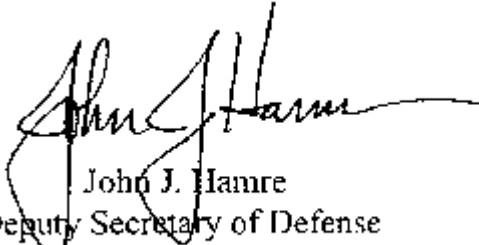
9.2. Communicate directly with appropriate representatives of the DoD Components and other Executive Departments and Agencies, and members of the public, as appropriate, on matters related to the mission and programs of the USUHS.

9.3. Appoint civilian members of the faculty and staff under salary schedules and grant retirement and other related benefits prescribed by the Secretary of Defense so as to place the employees of the USUHS on a comparable basis with the employees of fully accredited schools of the health professions within the vicinity of the District of Columbia, as provided by law (reference (b)).

9.4. Exercise the administrative authorities contained in enclosure 2.

10. EFFECTIVE DATE

This Directive is effective immediately.



John J. Hamre
Deputy Secretary of Defense

Enclosures - 2

E1. References, continued

E2. Delegations of Authority

E1. ENCLOSURE 1

REFERENCES, continued

- (e) Title 5, United States Code
- (f) [DoD Directive 5136.1](#), "Assistant Secretary of Defense for Health Affairs (ASD(HA))," May 27, 1994
- (g) [DoD Directive 8910.1](#), "Management and Control of Information Requirements," June 11, 1993

E2. ENCLOSURE 2

DELEGATIONS OF AUTHORITY

E2.1.1. Under the authority vested in the Secretary of Defense, and subject to the authority, direction, and control of the Secretary of Defense, the Under Secretary of Defense for Personnel and Readiness, and the ASD(HA), the President of the USUHS is hereby delegated authority, subject to paragraph E2.1.2., below, as required in the administration and operation of the USUHS, to:

E2.1.1.1. Exercise the powers vested in the Secretary of Defense by 5 U.S.C. 301, 302(b), 3101, and 5107 on the employment, direction, and general administration of USUHS civilian personnel.

E2.1.1.2. Fix rates of pay for wage-rate employees exempted from the "Classification Act of 1949" by 5 U.S.C. 5102 on the basis of rates established under the Federal Wage System. The fixing of such rates shall follow the wage schedule established by the DoD Wage Fixing Authority.

E2.1.1.3. Administer oaths of office to those entering the Executive Branch of the Federal Government, in accordance with 5 U.S.C. 2903, and designate in writing, as may be necessary, officers and employees of the USUHS to perform that function.

E2.1.1.4. Establish a USUHS Incentive Awards Board and pay cash awards to, and incur necessary expenses for the honorary recognition of, civilian employees of the Government whose suggestions, inventions, superior accomplishments, or other personal efforts, including special acts or services, benefit or affect the USUHS or its subordinate activities, in accordance with 5 U.S.C. 4503; Office of Personnel Management (OPM) regulations; and DoD 1400.25-M, "DoD Civilian Personnel Manual (CPM)," Chapter 400, Subchapter 451, "Awards," December 1996, authorized by DoD Directive 1400.25, November 25, 1996.

E2.1.1.5. Maintain an official seal and attest to the authenticity of official USUHS records under that seal.

E2.1.1.6. Establish advisory committees and employ part-time advisors, as approved by the Secretary of Defense, for the performance of USUHS functions,

consistent with the 10 U.S.C. 173, 5 U.S.C. 3109(b), and DoD Directive 5105.4, "Department of Defense Federal Advisory Committee Management Program," September 5, 1989.

E2.1.1.7. In accordance with Executive Order (E.O.) 10450, "Security Requirements for Government Employment," April 27, 1953; E.O. 12333, "United States Intelligence Activities," December 4, 1981; and E.O. 12968, "Access to Classified Information," August 4, 1995; and DoD Directive 5200.2, "DoD Personnel Security Program (DoDSP)," April 9, 1999, as appropriate:

E2.1.1.7.1. Designate any position in the USUHS as a "sensitive" position.

E2.1.1.7.2. Authorize, in case of an emergency, the appointment of a person to a sensitive position in the USUHS for a limited period of time and for whom a full field investigation or other applicable investigation, including the National Agency Check, has not been completed.

E2.1.1.7.3. Initiate personnel security investigations, and, if necessary, in the interest of national security, suspend a security clearance for personnel assigned, detailed to, or employed by the USUHS. Any action under this paragraph shall be taken, in accordance with procedures prescribed in DoD 5200.2-R, "DoD Personnel Security Program," January 1987, authorized by DoD Directive 5200.2, April 9, 1999.

E2.1.1.8. Act as the agent for the collection and payment of employment taxes imposed by Chapter 21 of the Internal Revenue Code of 1954, as amended; and, as such agent, make all determinations and certifications required or provided for under Section 3122 of the Internal Revenue Code of 1954, as amended, and Sections 205(p)(1) and 205(p)(2) of the "Social Security Act," as amended (42 U.S.C. 405(p)(1) and 405(p)(2)), about USUHS employees.

E2.1.1.9. Authorize and approve the following:

E2.1.1.9.1. Temporary duty travel for military personnel assigned or detailed to the USUHS, in accordance with the Joint Federal Travel Regulations (JFTR), Volume 1, "Uniformed Service Members," current edition.

E2.1.1.9.2. Travel for USUHS civilian personnel, in accordance with the Joint Travel Regulations (JTR), Volume 2, "DoD Civilian Personnel," current edition.

E2.1.1.9.3. Invitational travel to non-DoD employees whose

consultative, advisory, or other highly specialized technical services are required in a capacity that is directly related to, or with, USUHS activities, in accordance with the JTR, Volume 2, "DoD Civilian Personnel," current edition.

E2.1.1.9.4. Overtime work for the USUHS civilian personnel, in accordance with 5 U.S.C. Chapter 55, Subchapter V, and applicable OPM regulations.

E2.1.1.10. Approve the expenditure of funds available for travel by military personnel assigned or detailed to the USUHS for expenses incident to attendance at meetings of technical, scientific, professional, or other similar organizations in such instances when the approval of the Secretary of Defense, or designee, is required by 37 U.S.C. 412 and 5 U.S.C. 4110 and 4111.

E2.1.1.11. Develop, establish, and maintain an active and continuing Records Management Program under 44 U.S.C. 3102 and DoD Directive 5015.2, "DoD Records Management Program," April 11, 1997.

E2.1.1.12. Utilize the Government purchase card for making micro-purchases of material and services, other than personal services, for the USUHS, when it is determined more advantageous and consistent with the best interests of the Government.

E2.1.1.13. Authorize the publication of advertisements, notices, or proposals in newspapers, magazines, or other public periodicals, as required for the effective administration and operation of the USUHS, consistent with 44 U.S.C. 3702.

E2.1.1.14. Establish and maintain, for the functions assigned, an applicable publications system for the promulgation of common supply and service regulations, instructions, and reference documents, and changes thereto, under the policies and prescribed procedures in DoD 5025.1-M, "Department of Defense Directives System Procedures," August 1994, authorized by DoD Directive 5025.1, June 24, 1994.

E2.1.1.15. Enter into support and service agreements with the Military Departments, the other DoD Components, and the other Government Agencies, as required for the effective performance of USUHS functions and responsibilities.

E2.1.1.16. Enter into and administer contracts, directly or through a Military Department, a DoD contract administration services component, or other Federal Agency, as applicable for supplies, equipment, and services required to accomplish the mission of the USUHS. To the extent that any law or E.O. specifically limits the exercise of such authority to persons at the Secretariat level, such authority shall be

exercised by the applicable Under Secretary of Defense or Assistant Secretary of Defense.

E2.1.1.17. Establish and maintain appropriate property accounts for the USUHS, and appoint Boards of Survey, approve reports of survey, relieve personal liability, and drop accountability for USUHS property in the authorized property accounts that is lost, damaged, stolen, destroyed, or otherwise rendered unserviceable, in accordance with applicable laws and regulations.

E2.1.1.18. Promulgate the necessary security regulations for the protection of property and places under the jurisdiction of the President of the USUHS, under DoD Directive 5200.8, "Security of DoD Installations and Resources," April 25, 1991.

E2.1.1.19. Exercise the authority delegated to the Secretary of Defense by the Administrator of the General Services Administration for the disposal of surplus personal property.

E2.1.2. The delegations of authority provided by paragraph E2.1.1, above, are also subject to the following, in order of precedence:

E2.1.2.1. The authority, direction, and control of the ASD(HA).

E2.1.2.2. The management direction and control of the USUHS Executive Committee.

E2.1.2.3. Regulations and procedures of the DoD Executive Agent, applicable to the USUHS, under section 7.2. of this Directive, for administration of the USUHS.

E2.1.3. The President of the USUHS may redelegate those authorities, as applicable, and in writing, except as otherwise specifically indicated in paragraph E2.1.1. through subparagraph E2.1.2.3., above, or as otherwise provided by law or regulation.